

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
INDIANAPOLIS DIVISION

Judicial Law Clerk to District Judge William T. Lawrence
JSP 11-13 (\$61,674 - \$87,902) dependent on background and experience
CLOSING DATE: Wednesday, May 9, 2018, or until filled

The United States District Court for the Southern District of Indiana is accepting applications for a Judicial Law Clerk to District Judge William T. Lawrence. Primary responsibilities include conducting legal research and drafting legal memoranda, bench memos, orders, and opinions relating to both civil and criminal cases. The position also requires the performance of administrative, clerical, and reception duties as needed, as well as special projects. The term of employment is one year. Employment will commence July 2, 2018.

Starting salary is dependent upon qualifications, prior years of legal work experience and bar admission. For appointment at JSP 11, a candidate must have graduated from a law school of recognized standing with publication or editorial participation in law review and/or special honors for academic excellence. For appointment at JSP Grade 12, the applicant must have one year of legal work experience and bar membership. For appointment at JSP Grade 13, the applicant must have two years of legal work experience and bar membership. Salary may be higher with previous experience as a law clerk to a federal judge.

Applicants must have the following minimum qualifications: (1) law school graduation in the top 20% of the graduating class; (2) law review or other significant legal writing experience; (3) good character, maturity, and an eagerness to work as part of a small, close-knit team; (4) excellent skills in research, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); and (5) proficiency in Westlaw and/or Lexis. Prior law clerk experience, experience researching and writing motions, memoranda of law, and appellate briefs in federal court, or other post-graduate litigation experience is preferred and may be considered as a substitute for class rank. Candidates must demonstrate an ability and willingness to work closely with others and maintain confidentiality.

To apply, email the following to DJLawClerk@insd.uscourts.gov: (1) cover letter indicating why you are interested in the position; (2) résumé (including GPA and class rank, as well as day and evening telephone numbers); (3) writing sample (no more than **15** pages); (4) law school transcript; (5) contact information for three work related references; and (6) completed *AO 78 Application for Judicial Branch Federal Employment* (available at www.insd.uscourts.gov). **Faxed and mailed applications will not be accepted.** Please do not contact chambers directly. First consideration may be given to those who apply early.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial law clerks are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. Law clerks also are prohibited from engaging in any political activities, whether partisan or nonpartisan.

The Southern District of Indiana is a harassment-free workplace. The incumbent should demonstrate the commitment and ability to create and preserve an environment that is respectful to all people, including co-workers.